

# Exhibit One

## Instructions for Listing Real Estate Agents/Brokers

When listing or selling property belonging to the Department of Transportation, the following items will apply.

1. Real property is transferred by a Quit Claim Deed not a Warranty Deed. This must be noted on the Purchase Contract and any reference to Warranty Deed must be lined out.
2. Property MUST be identified by UDOT's project and parcel number only. Do not use the county parcel number or address. Part of the property that was acquired has been used for road purposes.
3. Properties are to be listed with the following instructions:
  - A. Signs will be placed on property for at least 30 days
  - B. Offers will not be accepted by UDOT until that time frame has lapsed.
  - C. Any offer submitted will be written on UDOT's purchase contract.
  - D. Any offer that is accepted is subject to the previous owner's First Right of Refusal. Agent must contact previous owner if UDOT does not supply a signed waiver.
  - E. Agent will hold offers until the 30 day period has passed and all offers have been received. Allow at least 5 working days for response from UDOT.
  - F. Process has been explained to the buyer and they have signed the Buyer Acknowledgement.
4. Agent must contact adjoining property owners immediately after listing is signed. Agent must also contact any interested parties that may have contacted UDOT previously.
5. NO dual agency representation. Commission will be structured as follows:
  - A. All properties will be listed at 7%
  - B. Commission will be split between agents as follows:
    - i. Listing agent 4%
    - ii. Selling agent 3%
  - C. If the previous owner buys the property, listing agent will only receive 4% commission.
  - D. If the buyer refuses to have representation, no buyer commission will be paid unless an attorney is used and the commission is credited toward attorney fees.
  - E. Listing agent has the right to refer the buyer to another agent and receive a referral fee.
6. For closing, UDOT will provide the signed Quit Claim Deed

Contact persons at UDOT:

Dian McGuire	965-4968	633-6370	Fax 965-4564
Craig Fox	965-4217	633-6249	Fax 965-4564
Travis Pearce		633-8123	Fax 965-4564

---

Listing Agent / Broker

---

Date

# Exhibit Two

## Instructions for Buyer's Agents/Brokers

*When selling state owned property the following items will apply:*

1. Real property is transferred by a Quit Claim Deed not a Warranty Deed. This must be noted on the Purchase Contract and any reference to Warranty Deed must be lined out.
2. Property **MUST** be identified by UDOT's project and parcel number only. Do not use the county parcel number or address. Part of the property that was acquired has been used for road purposes therefore the county records are **NOT** accurate.
3. Offers will have the following conditions:
  - a. Offers will not be reviewed by UDOT for at least 30 days after the listing date.
  - b. Offers need to be written on UDOT's purchase contract.
  - c. Any offer accepted will be subject to the previous owner's First Right of Refusal.
  - d. Allow at least 5 working days for response from UDOT and offers will not be reviewed until the 30 day listing timeframe has lapsed.
  - e. All Buyers must sign the **Buyer Acknowledgement** form.
4. No dual agency representation. Commission will be structured as follows:
  - a. Buyer's agent will receive 3% commission unless otherwise agreed upon in writing.
  - b. If the previous owner buys the property, no buyer's agency commission will be paid.
  - c. If the buyer refuses to have representation, no buyer commission will be paid unless an attorney is used and the commission is credited toward attorney fees.
5. For closing, UDOT will provide the signed Quit Claim Deed to the title company. If a title company is needed to close this transaction, buyer must use a title company from UDOT's approved list. See listing agent for that information.
6. Contact persons at UDOT:

Dian McGuire	965-4968	633-6370	Fax 965-4564
Craig Fox	965-4217	633-6249	Fax 965-4564
Travis Pearce		633-8123	

Buyer's Agent / Broker signature: \_\_\_\_\_

Brokerage: \_\_\_\_\_

# Exhibit Three

## Buyer Acknowledgement

1. Real property is transferred by a Quit Claim Deed not a Warranty Deed. No title insurance is offered. If a title company is used, it must be one from UDOT's approved list and must be approved by UDOT in advance.
2. Buyer has reviewed the map and the Quit Claim Deed for deed restrictions.
3. Buyer understands the property is sold 'as is'.
4. Buyer understands that State property is likely to have multiple offers. All offers will be reviewed at one time. Offers will be evaluated by price, terms, contingencies and financial ability.
5. All property is sold contingent upon the previous owner's first right of refusal.
6. Property is not sold by tax id or sidwell number. State owned property is sold by project and parcel number referenced by the state road only. Property management will void any reference to the county parcel number and insert Project and Parcel for the State Highway or Interstate.

\_\_\_\_\_  
Signature of Buyer

\_\_\_\_\_  
Date